

How to upload business (work) email addresses - Guide

When you launch mygroupinsurance.vivium.be you will have to upload business (work) email addresses once. In principle you won't have to repeat this process.

You will fill in the business email address individually each time a new employee is being affiliated.

Occasional email address changes are also done on an individual basis by going to the participant's 'Personal data' section.

The only time we recommend using this Excel file again is, for example, if your company domain name changes.

Preparation

1. If necessary, update your personnel file in EB-Connect

Make sure all participants involved have been input into EB-Connect.

The next day view the "Overview actions" screen to see whether these changes have been processed.

On the day itself

2. Under Downloads (right-hand column), select "Overview of insured parties"



Home - Faq

VIVIUM

Organizer - Contacts

EB Connect

P&v Verzekeringen Cv

- Contacts
 - Documents premium payment
 - NSSO Overviews
 - Regular Checks of the funding level
 - Correspondence
 - Financing fund
 - Categories
 - Legal documentation
 - Overview of actions
 - Medical acceptance
 - Employees (All employees)

Organizer

P&V VERZEKERINGEN CV
(CBE-number 0402.236.531)
Koningsstraat 151
1210 - SINT-JOOST-TEN-NODE

Your contact persons

Your administrative contact: LEEN SLEGERS
leen.slegers@vivium.be
+32 (0)3 244 64 13

Your commercial contact: PASCAL VERHULST
pascal.verhulst@vivium.be
+32 (0)496 578730

Your Claims Care contact: ERWIN DE COCK
erwin.de.cock@vivium.be
+32 (0)3 244 61 29

Agent(s)

Pension/ Death Waiver of payment of premiums Incapacity for work
VIVIUM
See the overview of your contacts.

Search employee

for this organizer

> <name>

> <number>

Search

Downloads

- Overview of insured parties
- Salary list to be completed
- Single premium list to be completed
- Premium specification
- Charged premiums
- Detail due interests

Uploads

- Salary list to be completed
- Single premium list to be completed
- Insured parties to be completed

Affiliation

> New affiliation

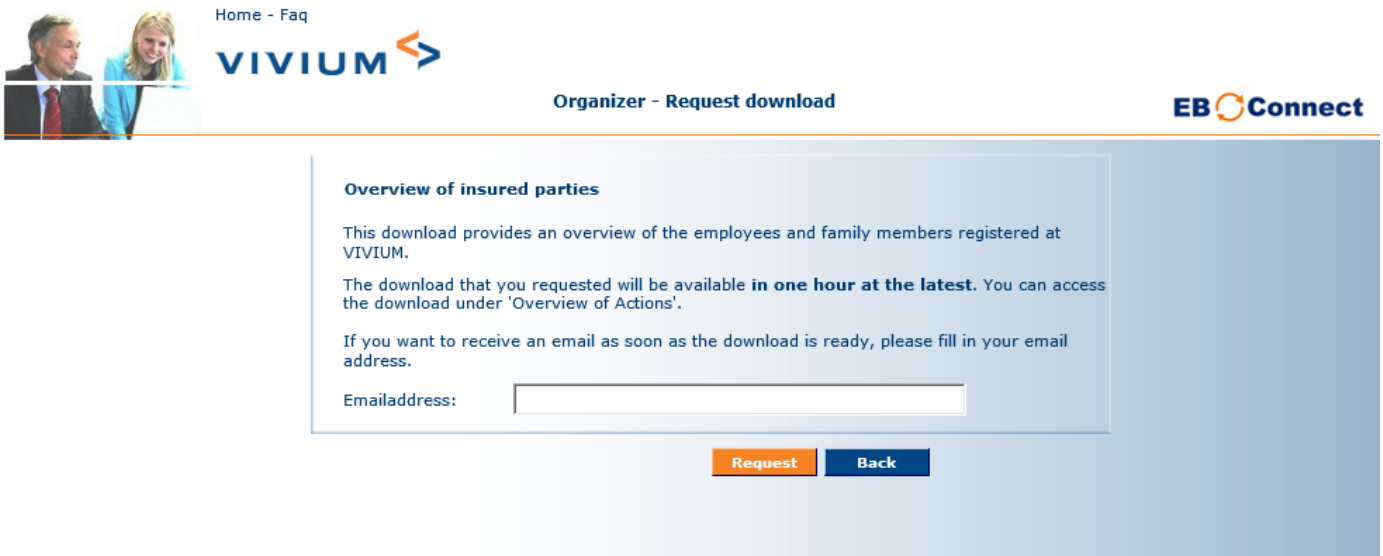
E-mail your contact ...

> Administrative

Close application

3. Enter your email address and click "Request".

You'll then be sent an email as soon as your download is ready (within an hour).



Home - Faq

VIVIUM

Organizer - Request download

EB Connect

Overview of insured parties

This download provides an overview of the employees and family members registered at VIVIUM.

The download that you requested will be available **in one hour at the latest**. You can access the download under 'Overview of Actions'.

If you want to receive an email as soon as the download is ready, please fill in your email address.

Emailaddress:

Request **Back**

4. Once you receive your email:

- go to the "Overview of actions" screen (left-hand column)



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VIVIUM

Organizer - Contacts

EB Connect

P&v Verzekeringen Cv

- > **Contacts**
- > Documents premium payment
- > NSSO Overviews
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- > Correspondence
- > Financing fund
- > Categories
- > Legal documentation
- > **Overview of actions**
- > Medical acceptance
- > Employees (All employees)

Actions

- > Return to Overview (Organizers)

Organizer

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Agent(s)

Pension/ Death Waiver of payment of premiums Incapacity for work
VIVIUM
See the overview of your contacts.

Search employee

for this organizer

> <name>

> <number>

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Downloads

- > Overview of insured parties
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- > Detail due interests

Uploads

- > Salary list to be completed
- > Single premium list to be completed
- > Insured parties to be completed

Affiliation

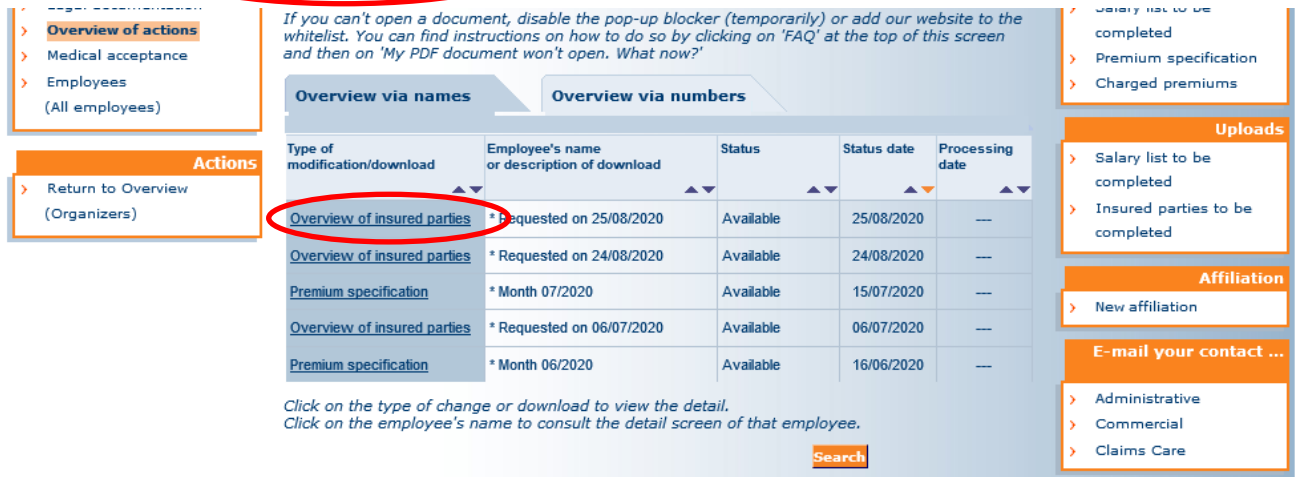
- > New affiliation

E-mail your contact ...

- > Administrative

 Close application

- Select your **overview of insured parties** and an Excel file will open.



The screenshot shows the EB Connect interface. On the left, there is a navigation menu with 'Overview of insured parties' circled in red. The main content area displays a table with columns: 'Type of modification/download', 'Employee's name or description of download', 'Status', 'Status date', and 'Processing date'. The first row of the table is circled in red and contains the text 'Overview of insured parties', '* Requested on 25/08/2020', 'Available', '25/08/2020', and '---'. Below the table, there are instructions: 'Click on the type of change or download to view the detail. Click on the employee's name to consult the detail screen of that employee.' and a 'Search' button.

5. Complete Excel list, column AC, 'Professional email address'.

Woonplaats	Landcode	Privé e-mailadres	Professioneel e-mailadres	Aantal kinderen
Localité	Code de pays	Adresse personnelle	Adresse professionnelle	Nombre d'enfants
City	Countrycode	Personal e-mail address	Professional e-mailaddress	Number of children
JABBEKE	B	N		
ZEMST	B	N		

- Enter data only in the **GREEN** fields, otherwise your upload will fail.
- Are you working with VLOOKUP (vertical search)? Then carry out a "COPY - PASTE VALUES" after the VLOOKUP so that no formulas are left in the Excel file.
- Enter email addresses precisely without unnecessary symbols or dots.
- If an employee does not have a professional email address, you can use a different email address.
- Normally column AA 'Privé e-mailadres' will be set to 'N', i.e. the employee has not yet added a personal email address. Employees do this themselves when logging in for the first time.

Save this list on your PC.

6. Under Uploads (right-hand column), select "Insured parties to be completed".
 Note that you are on the "organizer" screen.



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VIVIUM

Organizer - Contacts

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Agent(s)

Pension/ Death Waiver of payment of premiums Incapacity for work: VIVIUM
 See the overview of your contacts.

Search employee

for this organizer

> <name>

> <number>

Search

Downloads

- Overview of insured parties
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- Premium specification
- Charged premiums
- Pension due interests

Uploads

- Salary list to be completed
- Single premium list to be completed
- Insured parties to be completed

Affiliation

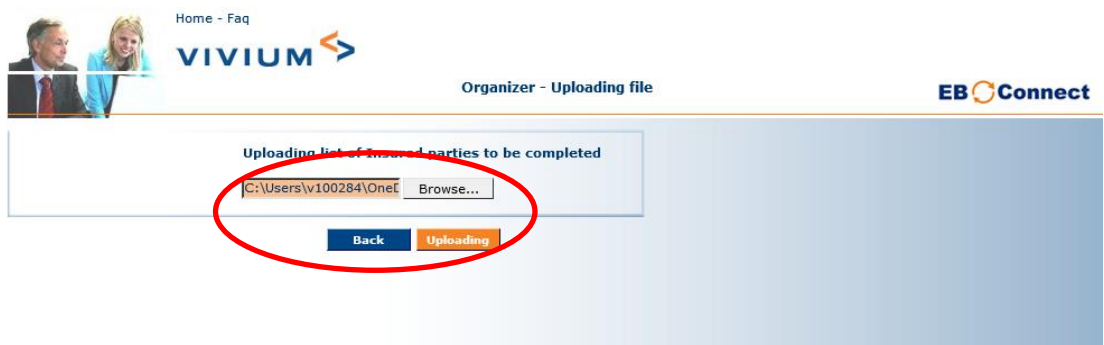
- New affiliation

E-mail your contact ...

- Administrative

Close application

Search for the completed list in your folders using the "Browse" button, then click "Uploading".



Home - Faq

VIVIUM

Organizer - Uploading file

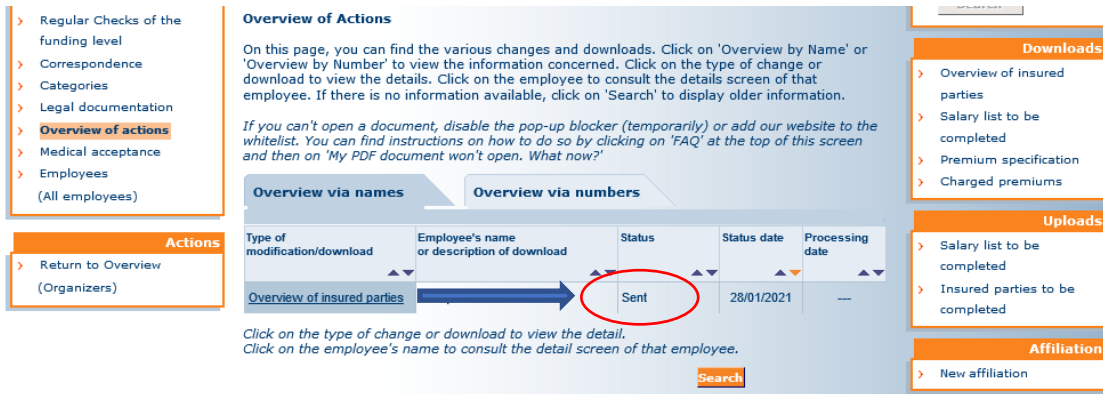
EB Connect

Uploading list of insured parties to be completed

C:\Users\v100284\OneE Browse...

Back Uploading

7. Check whether the status on the "Overview of actions" screen is "Sent" (Envoyé(e)/Verstuurd)



Overview of Actions

On this page, you can find the various changes and downloads. Click on 'Overview by Name' or 'Overview by Number' to view the information concerned. Click on the type of change or download to view the details. Click on the employee to consult the details screen of that employee. If there is no information available, click on 'Search' to display older information.

If you can't open a document, disable the pop-up blocker (temporarily) or add our website to the whitelist. You can find instructions on how to do so by clicking on 'FAQ' at the top of this screen and then on 'My PDF document won't open. What now?'

Type of modification/download	Employee's name or description of download	Status	Status date	Processing date
Overview of insured parties		Sent	28/01/2021	---

Click on the type of change or download to view the detail.
Click on the employee's name to consult the detail screen of that employee.

Downloads

- Overview of insured parties
- Salary list to be completed
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Uploads

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Affiliation

- New affiliation

If this is not the status shown, please contact your file administrator.

Your professional email addresses are now being processed.

The day after, your employees will receive the following email.



Dear Ms/Mr,

You enjoy the benefits of group insurance with Vivium via your employer

You can consult the status of your group insurance via mygroupinsurance.vivium.be:

- How much has already been saved for your supplementary pension and what supplementary pension capital sum can you expect if further savings are made?
- What are your beneficiaries entitled to if you die before retirement?
- What amount will Vivium provide if you become unable to work?

Finally, you will find a section with 'Frequently asked questions'.

You log in with your eID, with itsme or with a security code, just like with Tax-on-web.

Please do not reply to this e-mail. If you are unsure about anything, please check our 'Frequently asked questions' or contact your employer.

With kind regards,

mygroupinsurance.vivium.be

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Brussels

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